PUEBLO OF LAGUNA JOB ANNOUNCEMENT NO. 2016-13

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Transportation Specialist

OPENING DATE: March 8, 2016
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Works

SALARY RANGE: NE-10; \$29,682 - \$44,512

Position Summary:

Under general direction of the Director of Public Works, the Transportation Specialist maintains, administers and coordinates all transportation related goals and objectives for the Pueblo of Laguna. Oversees and implements transportation planning activities, projects and program development, while maintain confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Coordinates, represents, and provides comments on transportation issues concerning planning and other aspects of transportation development based on current statutes.
- Maintains, develops, and provides continuous updates and inventories Pueblo Transportation Program Roads and Bridges and other transportation issues based on tribal transportation objectives.
- Develops and prepares required reports and maintains short and long range transportation improvement plans.
- Assists Public Works management in the development of transportation project priorities.
- Performs public outreach and informational presentations regarding proposed transportation system improvements.
- Maintains contact and attends meetings with federal, state, tribal personnel and other professionals concerning planning and project activities.
- Plans, organizes and conducts meetings for the appropriate groups to provide education and public awareness on transportation issues.
- Conducts traffic surveys to obtain data for estimates of traffic volume, estimates of the composition of traffic, and to
 obtain data on the current uses of the road systems, in cooperation with public highway authorities; utilizes independent
 surveys to confirm results of surveys.
- Coordinates reservation transportation planning with applicable management and other federal, state, and county representatives on transportation programs.
- Develops, submits, and presents reports to federal, state, and other agencies as required by Federal Transportation legislation, the Southwest Regional Office Bureau of Indian Affair-Division of Transportation and other applicable agencies.
- Actively participates with local governments, state transportation agencies, and other federal agencies in seeking and
 obtaining funds for transportation related projects that follow the objectives set by the Pueblo of Laguna.
- Works with transportation organizations such as; the New Mexico Regional Planning Organization (RPO), the American Association of State Highway Transportation Officials (AASHTO), the Community Transportation Association of America (CTAA), the Transportation Research Board (TRB) and the Intertribal Transportation Association (ITA) to develop and enhance the effectiveness of transportation related activities
- Develops issue and discussion papers regarding transportation situations for policy development purposes.
- Prepares comments and responses regarding proposed federal policies and procedures related to transportation concerns.
- Monitors and maintains expenses to ensure activities are in accordance with budget.
- Represents the department and the Pueblo to external agencies, consultants, and other organizations and individuals, and establishes solid relationships with programs of common interests.
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

- Contributes to a team effort toward accomplishing tasks and achieving results.
- Applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence
- Performs other duties as required.

Minimum Qualifications:

Associate's degree in Transportation, Engineering, Planning or related field required. Three (3) years' experience administering transportation or related programs. Bachelor's degree in transportation, engineering, planning or related field preferred. An equivalent combination of relevant experience and education may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Transportation Specialist is designated at a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace,	Х
Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of traditional form of government, pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of applicable federal, state, county and local laws, regulations, requirements, and codes.
- Knowledge of the transportation planning process.
- Knowledge of all types of transportation issues and their impact as well as methods to manage resources effectively and correct deficiencies or problems.
- Knowledge of highway design, construction concepts, and principals and practices of Civil Engineering.
- Knowledge of the overall interrelationship of infrastructure programs, economic development, zoning, and land use plans.
- Knowledge of the Pueblo's geography and road locations.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds, maintaining professional relationships with co-workers.
- Ability to work independently, handle multiple tasks and meet strict time lines.
- Ability to conduct research implementing appropriate methodologies and data analysis.
- Ability to communicate effectively in the English language, verbally and in writing.
- Ability to maintain confidentiality.
- Ability to conduct field work with precision and accuracy producing completed forms and other data requirements
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Ability to create and present effective speeches and presentations.
- Skill in operating office machines and computers, including Windows (Word, Excel, Access, and PowerPoint).
- Skill in preparing, reviewing, and analyzing technical, operational and financial reports.

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- Skill in analyzing situations, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in providing leadership, training, supporting team work efforts with the staff.
- Skill in planning and organizing field activities and personnel.
- Skill in preparation of project time lines.

Application Instructions:

- Go to <u>www.lagunapueblo-nsn.gov</u> and click on Employment Opportunities for application instructions and application form.
 <u>Read instructions prior to completing application form; incomplete applications will not be considered.</u>
 Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 - E-mail to POLemployment@lagunapueblo-nsn.gov;
 - 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 - 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 - 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES